DOT HUMAN CAPITAL IMPLEMENTATION PLAN:
HR POLICY IMPROVEMENT INITIATIVE

STANDARD 3: Leadership and Knowledge Management

STANDARD 6: Accountability

CRITICAL SUCCESS FACTOR: <u>Agency-wide System for Ensuring Accountability in Human Capital</u>. The processes and activities outlined under this Standard are used throughout the HC critical success factors described in the Human Capital Assessment and Accountability Tool (HCAAT). This ensures that over time people are managed efficiently and effectively and in accordance with the merit system principles, veterans' preference, and related public policies to support the agency shared vision.

CRITICAL SUCCESS FACTOR: <u>Strategic Knowledge Management</u>. The organization systematically provides programs and tools for knowledge sharing across the organization in support of its mission accomplishment.

MEASURE: HR policy is made more accessible, current and easy to use.

MILESTONE	TARGET DATE	STATUS[1] ⬤-C ▽-OT ⬣-D	ACTUAL DATE	RESPONSIBLE ENTITY AND POINT OF CONTACT
Create a complete and working electronic HR Policy Inventory. Also, make hard copies of both current and cancelled Policy documents readily available to HR Staff	August 2002	⬤	August 2002	Linda Moody, M-10
Set up a web page with all the current DOT HR Policy and appropriate links	October 2002	⬤	October 2002	Jim Woodmansee, M-12
Establish a new format and procedure for DOT policy issuances	December 2002	⬤	December 2002	Mari Santangelo, M-10 Linda Moody, M-10
Prioritize existing policies to be rewritten in new format	March 2003			Linda Moody, M-10
Obtain customer feedback about usefulness and accessibility of new site and policy approach to make further improvements	March 2004			Linda Moody, M-10

[1]Status Code: ⬤ Complete (C)   ▽ On Target (OT)   ⬣ Delayed (D)